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**Personnel**

**SAFETY AWARDS PROGRAM**



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This instruction implements AFD 36-28, *Awards and Decorations Programs*, to establish and instruct the Safety Awards Program as a major element of the Air Mobility Command (AMC) Mishap Prevention Program. The AMC Director of Safety administers the program. This publication requires collection and maintenance of information protected by the Privacy Act of 1974. Authority to collect and maintain the records prescribed here is 44 U.S.C. 2904, 3102, 3301. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. This instruction applies to all active duty AMC activities and AMC-gained Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. HQ AMC/SE will approve supplements to this instruction.

**SUMMARY OF CHANGES**

This revision generally updates the text; award criteria and nomination formats for AMC-level safety awards. It restructures the AMC Distinguished Ground Safety Award for wings, Air Mobility Operations Groups (AMOG) and Air Mobility Support Squadrons (AMSSs) to meet the organization structure of AMC. The restructure of the 615 and 621 AMOGs into Contingency Response Wings necessitate change to the award criteria to ensure units were appropriately measured for safety awards. It aligns the Categories of the AMC Distinguished Ground Safety Awards with the Categories of the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety. It establishes an AMC Distinguished Motorcycle Safety Award paragraph 27. and AMC RiderCoach of the Year Award paragraph 28.. Paragraph 29. removes the requirement to publish 1,500 individual mishap-free flying-hour milestones in *The Mobility Forum*. It also removes the requirement for HQ AMC/SEE to provide 3,500 and below individual mis-

hap-free flying hour milestone patches. Added [Attachment 1](#), Glossary of References and Supporting Information.

### ***Section A—General Information.***

**1. Purpose.** AMC Safety Awards recognize outstanding safety acts or achievements performed by individuals and units. Commanders at all levels should emphasize and encourage participation in these awards, review achievements, and submit only those truly deserving recognition. Awards are considered on a fiscal year basis, except for the following, which may be submitted and/or awarded throughout the year: Distinguished Individual Safety Award; the Excellence in Airmanship Award; the Individual Mishap-Free Flying-Hour Milestone Award; the Unit Mishap-Free Year/Hour Milestone Award; the *Mobility Forum* Writing Contest, and the AMC Director's Safety Award.

**2. Eligibility.** Eligibility extends to all active duty units and individuals. AMC-gained ANG and AFRC units and individuals are eligible only for the AMC Excellence in Airmanship Award; the Individual Mishap-Free Flying-Hour Milestone Award; the Unit Mishap-Free Year/Hour Milestone Award; the AMC Distinguished Individual Safety Award; and the *Mobility Forum* Writing Contest. ANG and AFRC units and individuals participate in the annual AF Safety Awards Program through their respective channels.

**3. Unit Awards.** The AMC Safety Awards Program provides a wide variety of avenues to stimulate performance and recognize unit achievements.

**4. Individual Awards.** The AMC Safety Awards program provides a wide variety of avenues for recognition at all levels of achievement. Awards progression should be as follows:

- 4.1. Oral compliment from supervisor or commander
- 4.2. Letter of appreciation from supervisor or commander
- 4.3. Letter of commendation
- 4.4. Awards in this Instruction

**5. Nomination Suspenses.** For annual awards, Wings/Groups will submit the unit packages to arrive at HQ AMC/SEE not later than mid October (specific date will be sent out by e-mail in August) after the fiscal year award period, unless otherwise specified.

**6. Nominating Procedures.** Unless otherwise indicated, active duty, ANG and AFRC unit commanders originate nominations and send through command channel safety offices to HQ AMC/SEE, e-mail to [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil). Nomination submittals are limited to one single-spaced page (front side only) and will be submitted on AF IMT 1206, *Nomination for Award*, using bullet format, and saved as an Internet Forms Document (.XFD). In some cases, only one nomination for both AMC and Air Force awards is required. In those cases, submit only for the Air Force award according to AFI 36-2833, *Safety Awards*. The AMC Safety Awards Board will automatically review for AMC equivalent.

**7. AMC Safety Awards Board.** The awards board convenes annually to review nominations. Final approval is either AMC Commander or AMC Director of Safety (SE), depending on the level of award. The board is chaired by the AMC Director of Safety or designated representative, and consists of voting

members from headquarters staff and wing Flight, Ground, and Weapons safety offices. Representatives from HQ AMC/SEE, Executive Services Division, act as advisors to the board.

**8. Mishap-Free Status.** For the purpose of flight safety awards, “mishap” is defined as any DOD Class A or B Aircraft Flight or Aircraft Flight related mishap IAW AFI 91-204, *Safety Investigations and Reports*. For the purpose of ground and weapons safety awards, “mishap” is defined as any DOD Class A and B mishap, IAW AFI 91-204. Individuals are “mishap-free” when not directly involved with causing or contributing to any mishap above. Individuals who caused or contributed to incidents, which, only because of reporting criteria, were not categorized as mishaps, should not be submitted. Units are “mishap-free” when not found accountable in a Class A or B mishap.

**9. Mishap Accountability for Awards Purpose.** Commanders should not wait for final determination of cause factors to nominate their units. The AMC Safety Awards Board or the Director of Safety will ensure accountability has been properly determined before approving awards. For safety awards, commanders may also submit rationale supporting unit “no-fault” mishap (due to circumstances clearly beyond control of the unit). When a unit is held accountable in a mishap, all intermediate units in the chain of command are also held accountable. Active wings will be considered separately from associate wings.

**10. Presentation of Awards/Displaying of Awards.** Senior personnel should present awards in a timely manner, with maximum participation and publicity. Presentations should be coordinated with local Public Affairs office whenever possible. Unit awards should be displayed in a central location so all may share in the achievement.

**11. Disposition of Awards.** On deactivation, units will send elements to the next level of command for storage or display. These awards are returned to the unit upon reactivation.

**12. Additional Safety Awards Program.** Subordinate units are encouraged to establish additional awards programs to enhance AF and AMC programs. These awards will comply with the spirit and intent of the AMC program. Units should emphasize the prestige of receiving an award.

### ***Section B—Annual Awards***

#### **13. AMC Safety Office of the Year.**

13.1. **Purpose.** Recognizes the best host Wing Safety Office in the command.

13.2. **Eligibility.** All active installation safety offices.

13.3. **Criteria.** Board members will consider base size, mission complexity, mishap rates/trends, initiatives, evaluations, ORM implementation, IG evaluations, participation in special events, and recognition by other safety awards, etc.

13.4. **Nominating Procedures.** Each installation wing will submit one nominee on an AF IMT 1206 (Current Version), in bullet format, not to exceed one page.

13.5. **Description of Award.** Plaque.

#### 14. AMC Director of Safety Aircrew of Distinction Award.

14.1. **Purpose.** To recognize at least two aircrew members up to an entire crew in averting a mishap or minimizing the seriousness of an aircraft emergency situation.

14.2. **Eligibility.** All active wings and groups and geographically separated groups with a flight mission. An aircrew or member of an aircrew may not receive this award and the Koren Kolligian, Jr., Trophy for the same event.

14.3. **Nominating Procedures.** Wing/Groups will submit nominations on an AF IMT 1206, in bullet format (do not exceed one page) for the Air Force Chief of Safety Aircrew of Distinction Award (IAW AFI 36-2833, Section N). AMC will select winner for the AMC Director of Safety Aircrew of Distinction Award from the Air Force Chief of Safety Aircrew of Distinction Award nominations. The winner of the AMC Director of Safety Aircrew of Distinction Award will be submitted for the Air Force Chief of Safety Aircrew of Distinction Award. Include the aircrew's or aircrew individuals' organization and the name, rank, duty assignment, duty Air Force Specialty code (DAFSC), date of the event, and type of aircraft. Also include an unclassified description detailed enough for the awards board to evaluate the emergency and what corrective action each aircrew member took.

14.4. **Criteria.** Same as AFI 36-2833, Section N.

14.5. **Description of Award.** Plaque for each member of the aircrew and the unit.

#### 15. AMC Safety Medical Achievement Award.

15.1. **Purpose.** Recognizes an individual or organization from the medical community for outstanding safety contributions or achievements.

15.2. **Eligibility.** Any medical unit at the Medical Group or lower level assigned to AMC. Squadron Medical Elements are eligible and considered part of the associated medical squadron and group for the purpose of this award.

15.3. **Nominating Procedures.** Groups may nominate using AF IMT 1206, in bullet format (do not exceed one page) one person or one unit for the Air Force Chief of Safety Medical Achievement Award (IAW AFI 36-2833, Section O). AMC will select from these nominations.

15.4. **Criteria.** Same as AFI 36-2833, Section O.

15.5. **Description of Award.** Plaque.

#### 16. AMC Distinguished Flying Unit Safety Award.

16.1. **Purpose.** Recognizes the unit with the best Flight Safety Program each year.

16.2. **Eligibility.** All active wings and groups and geographically separated groups with a flight mission.

16.3. **Nominating Procedures.** Submit nominations AF IMT 1206, in bullet format (do not exceed one page) for USAF Flight Safety Plaques (IAW AFI 36-2833, Section S). AMC safety board will automatically review for AMC selection and send to Air Force Safety Center (AFSC) for Air Force recognition.

16.4. **Criteria.** Board members take under consideration unit mission, ORM implementation, extraordinary tasks completed, number of flight hours for each type and model aircraft flown, and total number of hours flown since last charged mishap.

16.5. **Description of Award.** Plaque.

## 17. AMC Distinguished Ground Safety Award.

17.1. **Purpose.** Recognizes the AMC unit with the most effective ground safety program at installation-level, and tenant wings, groups and geographically separated units.

17.2. **Eligibility.** All active AMC organizations with full-time ground safety staff that did not experience a Class A or B on-duty mishap within the organization's control.

17.2.1. **Category I : Large/Composite Wing Organization:** An organization that has three or more squadrons and 4,000 or more people assigned. This organization is the installation host unit. Units eligible for this award are normally eligible to submit for the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety Category II Award.

17.2.2. **Category II: Small Wing Organization :** An organization that has three or more squadrons with less than 4,000 people assigned. This organization is the installation host unit. Units eligible for this award are normally eligible to submit for the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety Category III Award.

17.2.3. **Category III: Associate/Tenant Organization :** An organization with a safety program managed by full-time safety professionals independent of the host installation. Units eligible for this award are normally eligible to submit for the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety Category IV Award.

17.2.4. **Category IV: Geographically Separated Unit (GSU) Organization :** Eligibility extends to all En Route Air Mobility Support Squadrons geographically separated from their parent organization. NOTE: Air Mobility Support Squadrons collocated with their parent wing are part of the wing nomination. Units eligible for this award are normally eligible to submit for the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety Category V Award.

17.3. **Criteria.** Board members consider statistical information provided by HQ AMC/SEG (Ground Safety Division). In the event of a tie, the Award Board may use the results of higher headquarters program management evaluations to determine the award recipient. Units must:

17.3.1. Be free of on-duty Class A or B ground mishap.

17.3.2. Have an on-duty mishap rate at or below AMC's rate for the fiscal award year and better than its own rate for the previous fiscal year. **Note:** If previous year rate was zero, units are still eligible for the award unless their rate is higher compared to the average of the two (2) previous fiscal years.

17.3.3. Have reduced the number of off-duty fatalities from the previous fiscal year. **Note:** If previous year rate was zero, units are still eligible for the award unless their rate is higher compared to the average of the two (2) previous fiscal years.

17.3.4. Mission and operational tasks the units performed in the award period to include special exercises or deployments with safety implications.

17.3.5. Educational safety, training, and publicity material developed to enhance safety within the organization, AMC, Air Force, or for publishing in safety publications.

17.3.6. Noteworthy accomplishments, including awards related to safety performance in the award year.

17.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). Units will submit nominations for the appropriate category of the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety (IAW AFI 36-2833, Section M). AMC awards board will select from these nominations. AMC awards board will automatically review for eligibility for the USAF Ground Safety Plaque (IAW AFI 36-2833, Section AC) and send eligible packages to the Air Force Safety Center (AFSC) for Air Force recognition. Wings (or Groups) who wish to submit for the USAF Ground Safety Plaque without being considered for the COS Outstanding Achievement Award can submit IAW AFI 36-2833, Section AC.

17.5. **Description of Award.** Plaque.

## 18. AMC Distinguished Explosives Safety Award.

18.1. **Purpose.** Recognizes the unit with the best Explosives Safety Program.

18.2. **Eligibility.** All active wings, geographically separated groups and their subordinate squadrons.

18.2.1. **Category I:** Wings, groups, separate operating squadrons or detachments or comparable organizations actively engaged in explosives operations.

18.2.2. **Category II:** Organizations who actively contribute to explosives safety through research, design, test and evaluation, logistics, or training.

18.3. **Criteria.** Areas of consideration are: Mishap exposure. Consider type of munitions operations that are accomplished by the host/tenant units. Include munitions support provided to mobility operations. Address Class C and D mishaps. Risk Assessment: Accomplishments that decreased impact of explosives hazards and quantity-distance violations. Results of Department of Defense Explosives Safety Board survey and MAJCOM evaluations/inspections visits. Mishap prevention program to include ORM implementation and its effectiveness. Outstanding accomplishments and contributions to explosives safety. Explosives safety training. Effectiveness of training program, educational and publicity material developed for Air Force or command publications. Other pertinent information such as research and development, and test support which impacted quality of AF and command explosives safety program.

18.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). Units submit for USAF Explosives Safety Plaque (IAW AFI 36-2833, Section U). Board members will automatically review for AMC consideration, and select the best unit.

18.5. **Description of Award.** Plaque.

## 19. AMC Distinguished Nuclear Surety Award.

19.1. **Purpose.** Recognizes the unit with the best Nuclear Surety Program.

19.2. **Eligibility.** All AMC organizations with a nuclear-related mission may compete.

19.2.1. **Category I:** Wings, groups, squadrons, detachments, or comparable organizations that handle, mate or dismantle, maintain, load or unload, employ, launch, or store nuclear weapons.

19.2.2. **Category II:** Organizations responsible for nuclear weapons research, design, or development, or organizations with engineering, logistical airlift, training, or contingency missions that involve nuclear weapons or nuclear components.

19.2.3. **Category III:** Wings, groups, squadrons, detachments, or comparable organizations that design, construct, test, maintain, or operate nuclear reactor facilities.

19.3. **Criteria.** Areas of consideration are as outlined in AFI 36-2833, Section W.

19.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). Units submit for USAF Nuclear Surety Plaque (IAW AFI 36-2833, Section W). Board members will automatically review for AMC consideration, and select the best unit.

19.5. **Description of Award.** Plaque.

## 20. AMC Operational Risk Management Achievement Award.

20.1. **Purpose.** Recognizes the unit that contributed the most toward attaining a cultural change to achieve world-class status for managing risk.

20.2. **Eligibility.** Eligibility extends to all AMC units.

20.3. **Criteria.** Evidence of employment of an exemplary operational risk management program magnifying leadership. Implementation of risk management through training and educational accomplishments, and awareness cross tell. This includes risk management initiatives, which have command-wide application.

20.4. **Nomination Procedures.** Units will provide an AF IMT 1206, in bullet format (not exceeding one page) outlining ORM safety initiatives and accomplishments.

20.5. **Description of Award.** Plaque.

## 21. AMC Safety Officer of the Year Award.

21.1. **Purpose.** To recognize outstanding achievements and individual contributions in support of the AMC Safety Program. This award is given to one primary and one additional duty safety officer.

21.2. **Eligibility.** Officers with a safety prefix DAFSC and/or who occupy a safety position number are considered primary duty. All others performing safety duties are considered additional duty.

21.3. **Criteria.** (1) Development or implementation of outstanding safety policies, programs, or procedures that reduce the possibility of mishaps. These may be accomplished in more than one safety discipline. (2) Outstanding performance of duties involving quality visits, education and training, mishap investigation, reporting, and analysis; enforcement of standard practices; and safety management resulting in improved operational and maintenance effectiveness.

21.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). Citation is required. AMC will consider the winner of the Safety Officer of the Year – Primary for one Air Force-level award: Chief of Staff Individual Safety Award.

21.5. **Description of Award.** Plaque.

## 22. AMC Flight Safety NCO of the Year Award.

22.1. **Purpose.** To recognize outstanding achievements and individual contributions in support of the AMC Flight Safety Program. This award is given to one primary and one additional duty flight safety NCO.

22.2. **Eligibility.** NCOs that are Flight Safety NCO graduates and assigned to the Wing Safety Office are considered primary duty. All others performing safety duties are considered additional duty.

22.3. **Criteria.** (1) Development or implementation of outstanding safety policies, programs, or procedures that reduce the possibility of mishaps. These may be accomplished in more than one safety discipline. (2) Outstanding performance of duties involving unit visits, education and training, mishap investigation, reporting, and analysis; enforcement of standard practices; ORM implementation and safety management resulting in improved operational and maintenance effectiveness.

22.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). Citation is required. AMC will consider the winner of the AMC Flight Safety NCO of the Year – Primary for two Air Force-level awards: Chief of Staff Individual Safety Award and the Safety Career Professional of the Year Award.

22.5. **Description of Award.** Plaque.

## 23. AMC Ground Safety NCO of the Year Award.

23.1. **Purpose.** To recognize outstanding achievements and individual contributions in support of the AMC Ground Safety Program by one primary and one additional duty ground safety NCO.

23.2. **Eligibility.** NCOs with safety DAFSC, 1S0X1 are considered primary duty. All others performing safety duties are considered additional duty.

23.3. **Criteria.** (1) Development or implementation of outstanding safety policies, programs, or procedures that reduce the possibility of mishaps. These may be accomplished in more than one safety discipline. (2) Outstanding performance of duties involving unit visits, education and training, mishap investigation, reporting, and analysis; enforcement of standard practices; ORM implementation and safety management resulting in improved operational and maintenance effectiveness.

23.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). Citation is required. AMC will consider the winner of the Ground Safety NCO of the Year – Primary for two Air Force-level awards: Chief of Staff Individual Safety Award and the Safety Career Professional of the Year Award.

23.5. **Description of Award.** Plaque.

## 24. AMC Weapons Safety Individual of the Year Award.

24.1. **Purpose.** Recognizes outstanding achievements and individual contributions in support of the AMC Weapons Safety Program.

24.2. **Eligibility.** Air Force military and civilian personnel at all levels. Officers with a safety prefix who occupy a safety position number, NCOs with safety SEI, and civilians (GS/GM 018 and 803 occupational series) will be considered primary duty. All others will be considered additional duty.

24.3. **Criteria.** Same criteria as listed in AFI 36-2833, Sections K and/or L.



24.4. **Nominating Procedures.** AMC will consider the nominees for the Air Force Nuclear Surety Outstanding Achievement Award and the Air Force Explosive Safety Outstanding Achievement Award for this award. AMC will consider the winner of the AMC Weapons Safety Individual of the Year Award – Primary for two Air Force-level awards: Chief of Staff Individual Safety Award and the Safety Career Professional of the Year Award (enlisted and civilian only).

24.5. **Description of Award.** Plaque.

## 25. AMC Outstanding Safety Civilian of the Year Award.

25.1. **Purpose.** To recognize outstanding achievements and individual contributions to the AMC Safety Program. This award is given to one primary and one additional duty safety civilian.

25.2. **Eligibility.** Civilian safety career field (GS/GM 018 and 803 occupational series) are considered primary. All others performing safety duties are considered additional duty.

25.3. **Criteria.** (1) Development or implementation of outstanding safety policies, programs, or procedures that reduce the possibility of mishaps. These may be accomplished in more than one safety discipline. (2) Outstanding performance of duties involving quality visits, education and training, mishap investigation, reporting, and analysis; enforcement of standard practices; and safety management resulting in improved operational and maintenance effectiveness.

25.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). AMC will consider the winner of the AMC Safety Civilian of the Year – Primary for two Air Force-level awards: Chief of Staff Individual Safety Award and the Safety Career Professional of the Year Award.

25.5. **Description of Award.** Plaque.

## 26. AMC Distinguished Motorcycle Safety Award

26.1. **Purpose.** Recognizes the AMC unit with the most effective motorcycle safety program.

26.2. **Eligibility.**

26.2.1. **Category I: Large Organization :** Units with 150 active motorcycle riders (civilian and military) or more. This organization is the installation host unit.

26.2.2. **Category II: Small Organization :** Units with 100 to 149 active motorcycle riders (civilian and military). This organization is the installation host unit.

26.2.3. **Category III: Associate/Tenant Organization :** Units with 25 to 99 active motorcycle riders (civilian and military).

26.3. **Criteria.** Board members consider statistical information provided by HQ AMC/SEG. Units must:

26.3.1. Be free of motorcycle fatalities during the award year.

26.3.2. Have a motorcycle mishap rate at or below AMC's rate for the fiscal award year and better than its own rate for the previous fiscal year. **Note:** If previous year rate was zero, units are still eligible for the award unless their rate is higher compared to the average of the two (2) previous fiscal years.

26.3.3. Educational and publicity material developed to enhance safety within the unit, AMC, Air Force or for publishing in safety publications.

26.3.4. Development or implementation of outstanding safety policies, programs, or procedures that reduce the possibility of motorcycle mishaps.

26.3.5. Outstanding accomplishments, including awards related to motorcycle safety in the award year.

26.4. **Nominating Procedures.** Submit on AF IMT 1206, in bullet format (do not exceed one page). AMC awards board will select from these nominations.

26.5. **Description of Award.** Plaque

## 27. AMC RiderCoach of the Year Award.

27.1. **Purpose.** This award recognizes installation-level volunteer RiderCoaches for superior performance or significant contribution to AMC's Motorcycle Safety Program.

27.2. **Eligibility.** Installations may nominate Motorcycle Safety Foundation-certified RiderCoaches who are currently active in AMC's motorcycle safety program.

27.3. **Selection Criteria.** Selections are based upon the individual's contributions to motorcycle safety. Areas to consider are:

27.3.1. Number of MRC (Motorcycle Rider Course) or BRC (Basic RiderCoach) classes taught since certified and in the award year.

27.3.2. Number of ERC (Experience RiderCoach) or ERC Suites taught since certified and in the award year.

27.3.3. Promotion of MSF (Motorcycle Safety Foundation) training.

27.3.4. Development of safety education and publicity material to support safety awareness campaign (DUI, gear, motorist awareness, etc.)

27.3.5. Outstanding accomplishments, including awards related to motorcycle safety in the award year.

27.4. **Nomination Procedures.** Installation Chiefs of Safety submits on AF IMT 1206, in bullet format (do not exceed one page) nominations through command channels to HQ AMC/SEE. The AMC Director of Safety approves nomination for all individuals.

27.5. **Description of Award.** Plaque.

## *Section C—Miscellaneous Awards*

**Note:** These are not annual awards. These awards may be submitted throughout the year.

## 28. AMC Unit Mishap-Free Flying-Year and Flying-Hour Milestone Award.

28.1. **Purpose.** Recognizes a significant number of Class A or B mishap-free flying-hours and years.

28.2. **Eligibility.** Eligibility extends to all active AMC flying units, wing level and below, and AMC-gained ANG/AFRC flying wings/groups/ or squadrons. For active units, eligibility starts on the date of activation or reactivation; for ANG and AFRC units, eligibility starts on date of assignment to

AMC. Units that are reactivated shall resume with all time and hours accrued prior to deactivation. Units reassigned to AMC from another command are credited with total mishap-free hours accrued under other commands upon date of assignment. Eligibility for a new record starts the day after a unit is charged with a mishap.

28.3. **Criteria.** Units that fly an average number of hours per year in the left column below may award themselves a flying hour milestone award in the intervals stated in the right column below.

**Table 1. Unit Flying Hours**

Hours	Increments
Up to 1,000 hours a year	Increments of 2,500 hours
1,001 - 2,000 hours a year	Increments of 5,000 hours
2,001 - 4,000 hours a year	Increments of 10,000 hours
4,001 - 8,000 hours a year	Increments of 20,000 hours
8,001 - 20,000 hours a year	Increments of 50,000 hours
20,001 - 40,000 hours a year	Increments of 100,000 hours
40,001 - 100,000 hours a year	Increments of 250,000 hours
100,001 hours a year and above	Increments of 500,000 hours

28.4. **Nominating Procedures.** This is a unit-level responsibility and function. Units will be responsible for the monitoring of milestone years and hours. Units will be responsible for informing their commanders of milestones reached. Information provided should include:

28.4.1. Date of unit's last chargeable Class A or B mishap, if appropriate, or date of activation/reactivation. (It is not necessary to describe a past mishap.)

28.4.2. Total number of years since last chargeable Class A or B mishap.

28.4.3. Number of FY mishap-free flying-hours.

28.4.4. Total number of mishap-free flying-hours since unit's activation/reactivation.

28.5. **Description of Award.** Units should update/purchase plaques with changeable year and hour plates. Units are responsible for updating the year and hour plates as necessary. Each unit will provide a list of all reporting units and their milestones directly to HQ AMC/SEE by e-mail to [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil). HQ AMC/SEE will forward to Schatz Publishing by e-mail [schatzpub@aol.com](mailto:schatzpub@aol.com), for inclusion in *The Mobility Forum*.

## **29. AMC Individual Mishap-Free Flying-Hour Milestone Award.**

29.1. **Purpose.** Recognizes a significant number of mishap-free military flying-hours (includes student hours).

29.2. **Eligibility.** All AMC and AMC-gained ANG and AFRC aircrew members, foreign exchange officers and airmen assigned as AMC crewmembers, and aircrew members assigned to other commands, but attached to AMC units for flying purposes for a minimum of 12 consecutive months. Milestones are: 1,500 hours, 2,500 hours, 3,500 hours, 5,000 hours, 6,500 hours, 7,500 hours, 8,500 hours, 10,000 hours, 12,500 hours, 15,000 hours, and 20,000 hours. Total hours consist of *all military fly-*

*ing-hours* (Active Duty, AFRC, and ANG), including joint, student, secondary, primary, instructor, pilot, navigator, and other hours. Mishap-free flying-hours implies that the individual has not been deemed “causal” in a Class A or B mishap during that time. Unit will verify the member’s flight record to confirm the flying-hour milestone. For those individuals involved with previous Class A or B flight mishaps, individual and unit will jointly verify the individual was not deemed “causal” by reviewing the AFSAS (Air Force Safety Automated System) mishap report.

### 29.3. Nominating Procedures.

29.3.1. **Units:** Units submit their requests directly to HQ AMC/SEE, (e-mail [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil)). HQ AMC/SEE will forward to Schatz Publishing, (e-mail: [schatzpub@aol.com](mailto:schatzpub@aol.com)), for inclusion in *The Mobility Forum*. Requests will be typed in Rank order and then Alphabetical order by Last Name within each specific milestone for 2,500 hours and above. Requests can be submitted via e-mail or as an attachment to an e-mail. Requests will include complete mailing address to include zip + 4. Also need the servicing wing/tenant operations group safety office. This is only for filing purposes, since the paperwork is filed under the parent wing/tenant operations group. Wing/tenant operation group commanders may delegate approval authority (for up to, but not including 10,000 and above milestones) to the flight safety office. Certificates for wing commanders and higher, and 10,000 hours and above are approved by AMC Commander/Vice Commander.

29.3.2. **10,000 Hours and Above :** Units will provide the following information: Individual receiving award (Include Middle Initial), position/duty title, individual receiving award unit, individual receiving award unit address (please include zip +4), status (active duty, guard, or reserve), go-by name, point of contact name and address if package not to be sent to individual receiving award, and assigned wing/tenant operations group.

29.3.3. **Headquarters AMC Personnel:** Personnel assigned to the HQ AMC staff will submit their request directly to HQ AMC/SEE.

### 29.4. Description of Award.

29.4.1. **Certificates.** Certificates for 10,000 and above will be distributed to the unit after AMC Commander/Vice Commander signature. Units are authorized to develop their own certificates for presentation for milestones below 10,000. To assist units in developing their own certificates, copies of the most recent AMC/SE versions are available on the HQ AMC/SE Awards website: <https://private.amc.af.mil/se/SEE/Awards/awards.htm>.

29.4.2. **Patches.** Milestone patches are worn on flight suits only. HQ AMC/SEE will provide two (2) patches for each milestone 5,000 hours and above. Patches for 10,000 and above will be distributed to the unit after AMC Commander/Vice Commander signature. Individual units are authorized to procure patches through commercial contract.

29.4.3. **Coins.** HQ AMC/SEE will provide recipients a coin reflecting appropriate milestone for 5,000, 7,500, and 10,000-hour milestones. Coins for 10,000 will be distributed to the unit after AMC Commander/Vice Commander signature. Individual units are authorized to procure their own coins through commercial contract.

### 30. AMC Distinguished Individual Safety Award.

30.1. **Purpose.** Recognizes significant achievements in mishap prevention in any safety functional area (Flight, Ground, Weapons, or ORM).

30.2. **Eligibility.** All military and DAF civilian personnel assigned to AMC, ANG, or AFRC.

30.3. **Criteria.** Nominees are recognized either for a single significant mishap prevention act, or extended continuous contributions to safety (at least two years in a safety position, normally at the completion of a tour).

30.4. **Nominating Procedures.** Unit commanders and supervisors send nominations through command channels to HQ AMC/SEE (e-mail [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil)). The AMC Director of Safety approves nominations for all individuals.

30.5. **Description of Award.** Plaque.

### 31. AMC Excellence in Airmanship Award.

31.1. **Purpose.** Recognizes significant achievements in airmanship.

31.2. **Eligibility.** Eligibility extends to all AMC and AMC-gained ANG and AFRC aircrew members.

31.3. **Criteria.** Recognizes achievements that prevented loss of life or substantially reduced personal injuries, or damage to an aircraft. Recognizes extraordinary application of training and procedures during critical emergencies and abnormal situations, which demonstrate the crewmember's superior airmanship, and professional execution of assigned duties. Crew members who have prevented a potential mishap that was caused by their own misdeeds, lack of judgment, or excessive risk-taking are ineligible. Commanders should consider whether crew or individual actions may have caused or complicated the situation.

31.4. **Nominating Procedures.** Unit commanders forward nominations (normally not later than 60 days after the event) through command channels to HQ AMC/SEE (e-mail [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil)). A letter of explanation should accompany late submissions. If a commander wishes to be considered for nomination of the Air Force Aviation Well Done Award, prepare the nomination package for only the Air Force Aviation Well Done Award (AFI 36-2833, Section Z). Please note the six-month restriction in AFI 36-2833.

31.5. **Description of Award.** Plaque for each member of the aircrew.

### 32. Mobility Forum Writing Contest.

32.1. **Purpose.** To solicit contributions to *The Mobility Forum*, and to recognize the best of those submitted.

32.2. **Eligibility.** All military and civilians assigned to DAF, ANG, and AFRC. All other entries will be judged under a special category.

32.3. **Criteria.** Entries will be judged on the basis of safety (all disciplines), quality, airlift, tanker mission, risk management, originality, suitability for publication, application to AMC mission, readability, general quality of writing, and conformity to instructions published in *The Mobility Forum*.

32.4. **Submission Procedures.** Each entry (titled) must be the original and unpublished work of the author, typed double-spaced (DO NOT INCLUDE AUTHOR'S NAME ON ENTRY). On a separate sheet indicate entry title, author's name, rank/grade (military or civilian), position title, unit assignment, work address, home address (optional), work telephone number, and a brief biographical sketch. Entries should be mailed directly to Schatz Publishing, 11950 W. Highland Ave., Blackwell, OK 74631 (e-mail: [schatzpub@aol.com](mailto:schatzpub@aol.com)). Additional details are published in *The Mobility Forum*.

### 33. AMC Director's Safety Award.

33.1. **Purpose.** To recognize significant lifetime achievements in mishap prevention in any safety functional area (Flight, Ground, or Weapons) that cannot be adequately recognized by other awards. This award recognizes those exceptional individuals who cannot be adequately recognized by existing awards.

33.2. **Eligibility.** All military and DAF civilian personnel assigned to AMC.

33.3. **Criteria.** Nominees are recognized for extremely exceptional long term or career safety accomplishments and achievements.

33.4. **Nominating Procedures.** Unit commanders and supervisors send nominations through command channels to HQ AMC/SEE (e-mail [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil)). The AMC Director of Safety approves nominations for all individuals.

33.5. **Description of Award.** Award will consist of a plaque or other appropriate display.

### 34. AMC Safety Spotlight Award.

34.1. **Purpose:** To recognize non-safety personnel for a one-time special achievement, or who have made a single significant contribution that affects overall mishap prevention activities towards, flight, ground, or weapons safety program.

34.2. **Eligibility.** All military and DAF civilian personnel assigned to AMC.

34.3. **Criteria.** Examples of actions worthy of consideration:

34.3.1. Demonstrated skill and ingenuity in handling an exceptionally difficult or unusual situation that prevented the loss of life, injury to personnel, or aircraft or other property damage.

34.3.2. Development and implementation of safety program that improves the effectiveness of mishap prevention programs or was adapted for use at wing level or higher.

34.4. **Nominating Procedures.** Bi-Monthly, personnel will be nominated at the wing level by the respective group commander. These nominees will be approved by the wing commander (or delegated representative) before forwarded electronically to HQ AMC/SEE (e-mail [mobilityforum@scott.af.mil](mailto:mobilityforum@scott.af.mil)). Nominations must highlight their achievements and be written in a short paragraph style suitable for publishing. Nominations must be accompanied by a picture of the individual(s). AMC/SE will forward the packages to through the appropriate functional area who will determine their respective bi-monthly winner. Winners will be published in the Mobility Forum with their picture. Nominations are due to HQ AMC/SEE by 1 Jan, 1 Mar, 1 May, 1 Jul, 1 Sep, 1 Nov of each year.

34.5. **Description of Award.** Award will consist of a certificate and congratulatory letter.

**35. Adopted Forms.** AF IMT 1206, *Nomination for Award*; AF IMT 847, *Recommendation for Change of Publication*;

DAVID R. MILLER, Colonel, USAF  
Director of Safety

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2833, *Safety Awards*

AFMAN 37-123, *Management of Records*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSAS**—Air Force Safety Automated System

**AFSC**—Air Force Safety Center

**AMC**—Air Mobility Command

**AMOG**—Air Mobility Operations Group

**AMSS**—Air Mobility Support Squadron

**ANG**—Air National Guard

**BRC**—Basic RiderCoach

**DAF**—Department of Air Force

**DAFSC**—Duty Air Force Specialty Code

**DOD**—Department of Defense

**DUI**—Driving Under the Influence

**ERC**—Experience RiderCoach

**GM**—General Manager

**GS**—General Schedule

**IAW**—In accordance with

**IG**—Inspector General

**IMT**—Information Management Tool

**MAJCOM**—Major Command

**MRC**—Motorcycle Rider Course

**MSF**—Motorcycle Safety Foundation

**NCO**—Non-Commissioned Officer



**ORM**—Operational Risk Management

**RIMS**—Records Information Management System

**RP**—Recurring Publication

**SEI**—Special Experience Identifier

**USAF**—United States Air Force

**XFD**—Internet Forms Document